

2005 World Wide Review Presentation Guidelines

In an effort to avoid delays and technical problems during your presentation we ask that your presentation follow the guidelines below. The C-130 TCG uses Microsoft PowerPoint 2003, SP1, for WWR presentations.

SUBMISSION DEADLINES:

- 5 Aug 05 - Briefing Topic Request/Registration
- 19 Aug 05 - Briefing Selection by TCG
- Selection Notifications Mailed
- 16 Sep 05 - Final Briefings due to TCG
- Letters of Compliance due to TCG¹

- Company **MUST HAVE AN EXPORT LICENSE** that includes export authority to the following countries:

| | | | | |
|------------|-----------|-------------|--------------|----------------------|
| Argentina | Denmark | Jordan | Pakistan | Sweden |
| Australia | Ecuador | Korea | Peru | Taiwan |
| Austria | Egypt | Malaysia | Philippines | Thailand |
| Bangladesh | Ethiopia | Morocco | Poland | Tunisia |
| Belgium | Gabon | Netherlands | Portugal | Turkey |
| Bolivia | Greece | New Zealand | Romania | United Arab Emirates |
| Botswana | Indonesia | Niger | Saudi Arabia | Uruguay |
| Brazil | Iraq | Nigeria | Singapore | Venezuela |
| Canada | Israel | Norway | South Africa | Yemen |
| Chile | Japan | Oman | Spain | |

-- Must provide a Letter of Compliance with Export Requirements on company letterhead to the TCG no later than the 16 Sep 05 briefing submission deadline¹

- Must be on CD, 3.5" Floppy, or sent by e-mail (smaller files) No Later Than 16 Sep 05

-- CD's/Floppy's will *only* be returned upon request

-- Small presentations (1.5 Mb or less) may be e-mailed to:

rowland.white@robins.af.mil or jamie.brack@robins.af.mil if desired

- Presentations are limited to 15 minutes, including set-up² and question/answer session

-- FMS customers will generally not ask detailed questions in a group setting and may ask to see you privately after the presentations are completed. So if you will allow some time for possible private discussions, it will be greatly appreciated.

- Should be created using MS PowerPoint 2003 (or earlier)

-- Narratives provided in the "notes" section of each page in the presentation are strongly recommended which allows the customer to follow along in their conference book. Some FMS customers can read English much easier than they can understand verbally/converse; therefore, having a reference 'narrative' is of great benefit to their comprehension of the briefing

-- Presentations will be copied and provided to all FMS customers and contractors on an interactive CD.

- Limit use of large graphics or animation
 - Minimize graphics size for on-screen presentations
 - Large graphics and/or animations will slow presentation loading and delay slide advancing
 - Presentations that are excessive in size may be eliminated from the schedule

- Do not *imbed* a demonstration program into a slide presentation
 - If desired, demonstration programs (i.e. CBT/Scheduling programs) can be loaded on a separate laptop if arranged with the C-130 TCG ***prior*** to the WWR
 - Demonstration programs cannot be copied, therefore please bring sufficient copies if you want to distribute to the FMS customers (~37 Countries). Please ensure one (1) additional copy is provided to the C-130 TCG.

Please remember to provide a one paragraph briefing synopsis to be used as a short description of your briefing in customer briefing materials.